

Belvedere:

Jerry Butler

April 13, 2005

Corte Madera:

Melissa Gill

TO: Executive Committee

RE: Review of 2005 Congestion Management Plan (CMP) Scope of Work and Schedule – Agenda Item 3

Fairfax:

Lew Tremaine

Dear Executive Committee:

Larkspur:

Joan Lundstrom

Mill Valley:

Dick Swanson

Novato:

Pat Eklund

Ross:

Tom Byrnes

In December 2004, TAM released a Request for Qualifications (RFQ) from qualified Consultants to provide on-call support services related to TAM's Work Program. Eleven (11) qualification statements were received. Utilizing a review panel comprising TAM staff, local City and County representatives, and an experienced Bay Area Transportation Agency representative, in February 2005 a short list of three (3) consulting teams plus two (2) individual public outreach firms were selected for interviews. Based on the qualification statement and subsequent interviews, the consulting team lead by Nolte Associates, Inc. (Nolte) was selected by the review panel as the most qualified firm. The firm of Wilbur Smith and Associates was included in the team for preparation of the CMP update.

San Anselmo:

Peter Breen

Attached is a draft scope of work and schedule for review by the Executive Committee.

San Rafael:

Al Boro

Recommendation

Sausalito:

Amy Belser

Staff recommends that the Executive Committee review the scope of work and provide feedback. Staff will prepare a contract with Wilbur Smith and Associates, including a revised scope of work, for TAM consideration at the April 28, 2005 meeting.

Tiburon:

Alice Fredericks

Respectfully Submitted,

County of Marin:

Susan Adams

Hal Brown

Steve Kinsey

Charles McGlashan

Cynthia Murray

Craig Tackabery
Executive Director

Attachments: Draft Scope of Work

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Exhibit "A"
Services to be Provided
By Contractor

Scope of Work:
2005 Marin Congestion Management Program Update

The work effort for the 2005 Marin Congestion Management Program (CMP) Update to be performed under contract to the Transportation Agency for Marin County (TAM) is described in this Scope of Services. This scope includes a description of the approach, deliverables, meetings, budget and schedule.

The Scope of Services consists of four basic elements:

1. Meetings and communications;
2. Data collection;
3. Development of the 2005 CMP Update document; and
4. Development of framework for an enhanced 2007 CMP Update.

Due to schedule time constraints, the intent of the 2005 CMP Update is to update the 2003 CMP document using 2005 traffic survey data; new land use projections and new travel model demand analyses. To the extent possible, the 2005 CMP update will attempt to strengthen the multimodal, public input and other features of the 2003 CMP, but it is expected that the CMP schedule completion requirements will limit these objectives. Efforts, however, will include the definition of ways to improve the framework and process for development of the CMP so that the 2007 CMP Update will better reflect community desires. The fourth element of the 2005 CMP Update work scope listed above will address these enhancement needs.

CMPs are designed to address existing and future transportation problems in urban areas of California. As part of the CMP, performance measures identify current and future multimodal system performance for the movement of goods and people, and a travel model is employed to estimate future transportation needs. Once future needs are determined, a Capital Improvement Program (CIP) is designed to promote the goals of the CMP. Likewise, Measure A funds will fund the CIP, and the Measure A Strategic Plan will direct how the funds are spent. Therefore, the CMP and Measure A will work in tandem to address needed transportation improvements in Marin County.

1. MEETINGS AND COMMUNICATIONS

The CMP Update will involve a close working partnership with County staff as well as effective dialogue with TAM. At the outset of the project, WSA staff will meet with technical staff to coordinate data collection efforts, deliverables and schedules, identification of the status of the 2003 CIP project implementation and travel model update efforts. At the outset of the project WSA will discuss with TAM key aspects of the CMP process and 2003 CMP document that are viewed as weak and in need of

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enhancement. A determination will be made if current weakness can be addressed in the short timeframe for completion of the 2005 CMP or whether these enhancements will need to wait until the 2007 CMP Update. WSA will provide updates on the CMP at TAM Board meetings and will attend staff coordination meetings as needed throughout the course of the CMP update process.

WSA envisions 8 meetings with the TAM Board, 6 meetings with staff, 4 coordination meetings with the Nolte team, and one meeting with Caltrans over the course of the CMP update project.

2. DATA COLLECTION

The data collection efforts will include three basic surveys:

- Vehicle traffic count survey
- Vehicle occupancy survey
- Travel speed survey

Vehicle Traffic Count Survey – Traffic counts will be performed for peak direction traffic in the PM peak period (4:00 to 6:00 PM) at locations that have been counted in previous CMP surveys. In addition, WSA proposes to count the off-peak traffic volumes at major gateways into the county. The survey effort will include collecting link volumes at the 24 locations collected for the 2003 CMP as follows:

| Table 1 – Count Locations | |
|---------------------------|--|
| Segment Number | Location |
| 1 | Shoreline Highway (SR 1), north of Sir Francis Drake Blvd. |
| 2 | US 101, south of the Sonoma County line |
| 3 | Novato Blvd., east of San Marin Drive |
| 4 | Novato Blvd., west of US 101 |
| 5 | Route 37, east of US 101 |
| 6 | Bel Marin Keys, east of US 101 |
| 7 | US 101, south of Lucas Valley Road |
| 8 | US 101, north of Mission |
| 9 | Sir Francis Drake Blvd., west of Red Hill Avenue |
| 10 | Red Hill Ave., east of Sir Francis Drake Blvd. |
| 11 | US 101, north of I-580 |
| 12 | Sir Francis Drake Blvd., west of Wolfe Grade |
| 13 | US 101, south of I-580 |
| 14 | Interstate 580, west of Sir Francis Drake Blvd. |
| 15 | Interstate 580, east of Sir Francis Drake Blvd |
| 16 | Sir Francis Drake Blvd, east of US 101 |
| 17 | US 101, north of SR 131 |
| 18 | Tiburon Blvd (SR 131), west of Strawberry Drive |
| 19 | Shoreline Highway (SR 1), east of Almonte Blvd. |
| 20 | Bridgeway Blvd., south of Gate 6 Road |

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| | |
|----|--|
| 21 | US 101, south of Spencer Ave. |
| 22 | Sir Francis Drake Blvd., west of Butterfield |
| 23 | Sir Francis Drake Blvd., west of College Ave |
| 24 | Novato Blvd., west of Diablo Ave. |

The off peak gateway counts will be performed at Golden Gate Bridge, Richmond San Rafael Bridge, and at US 101 south of the Sonoma County Line. The off-peak data will be useful for traffic modeling and other general planning purposes. In order to adjust the Spring traffic volumes to Fall volumes (previous CMP data is for October conditions), WSA will coordinate with TAM staff to define a methodology.

Vehicle Occupancy Survey

The Vehicle Occupancy Survey will determine the person throughput performance measure. Person throughput identifies the number of people, as opposed to vehicles, who are able to move over a given facility in the peak period. This performance measure will be estimated by analyzing traffic volumes and transit usage. Specifically, average auto occupancy information for mixed-flow and HOV lanes are used to derive the number of person throughput. Monitoring of this measure will be conducted at the following locations during the peak period in the peak direction:

- US 101 between I-580 and central San Rafael,
- US 101 between Paradise Drive and Tiburon Boulevard,
- US 101 north of Atherton Avenue,
- Sir Francis Drake Boulevard east of Wolfe Grade,
- Sir Francis Drake Boulevard north of Red Hill Avenue, and
- Red Hill Avenue east of Sir Francis Drake Boulevard.

These locations were selected because they were monitored for the 2003 CMP.

Travel Speed Survey

A Travel Speed Survey will determine the Aggregate Peak Hour Travel Time performance measure. This performance measure will determine the amount of time required to travel through selected corridors on a variety of modes. In order to capture the system performance, travel time for the various modes (single-occupant, high-occupant, and transit vehicles) is calculated. Transit schedules will be used to determine bus travel time. To determine peak hour travel times by single-occupant vehicles and vehicles in the high-occupancy vehicle (HOV) lane, travel time runs will be conducted over several days during the peak period in the peak direction at the following locations:

- US 101 between the Sonoma County line and San Rafael Transit Center,
- US 101 between San Rafael Transit Center and the Golden Gate Bridge,
- Sir Francis Drake between Butterfield Road and US 101, and
- Red Hill Avenue, Second and Third Streets between Sir Francis Drake and San Rafael Transit Center.

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To maintain consistency with the 2003 CMP the same segments were selected for the 2005 CMP. In addition, for consistency, both the HOV and multi-use lanes will be timed during the same peak periods.

3. APPROACH FOR DEVELOPMENT OF THE CMP DOCUMENT

The 2005 CMP Update will be developed in accordance with MTC's guidance for Consistency of Congestion Management Programs with Regional Transportation Plan.

Executive Summary:

Updates to this section will be made as necessary to reflect changes in the CMP; for example updates to LOS monitoring results and revisions to the Capital Improvements Program (CIP).

Chapter 1: Designated Roadway System

No changes are anticipated to this chapter.

Chapter 2: Highway Level of Service Standards

The highway level of service assessment will be updated using the results from the traffic survey data collection program.

Chapter 3: Performance Element

The performance measures element will be updated using the results from the data collection program.

Chapter 4: Travel Demand Management Element

WSA will coordinate with BAAQMD staff to assure that the CMP is consistent with pertinent air quality plans.

Chapter 5: Land Use Analysis Program

WSA will work with Marin County staff to document land use analysis.

Chapter 6: Travel Demand Model

Chapter 6 will include a brief discussion of model consistency. Related technical documentation will be placed in an appendix. WSA will work with Marin County staff to generate reports on the anticipated changes to Marin travel between the model base and horizon years and will review and comment on the traffic forecasts, forecasted LOS, updated land-use and job-housing balance data provided by Marin County staff and make suggestions, as appropriate.

Chapter 7: Capital Improvement Program

This chapter will need significant updating and will need to reflect the passage of Measure A. The intent of the CIP updating process will be to provide greater opportunity for policy and public input to CIP projects and their prioritization. WSA recommends that updates occur as follows:

- ◆ WSA will meet with Marin County staff in a half-day work session to review all sources of data included in the funding programs identified in the CMP. WSA will bring versions of tables from this chapter, so that they may be interactively updated as part of this work session. Some follow-up actions by Marin County staff or WSA may be needed.
- ◆ Marin County staff to submit local project lists to participating jurisdictions, determine any changes or updates as requested from these jurisdictions, and ensure coordination with the TAM Strategic Plan.
- ◆ WSA will meet with Caltrans staff to coordinate with the State's projects.

A final set of tables will be submitted to Marin County staff for review. Once approved, these updated tables will be added to the CMP document.

Chapter 8: Monitoring, Deficiency Plans and Conformance

WSA will review this chapter. No major changes are anticipated.

Appendices: WSA will provide technical documentation in the Appendix as appropriate.

4. DEVELOPMENT OF FRAMEWORK FOR ENHANCED 2007 CMP UPDATE

WSA will coordinate with TAM in developing an enhanced framework and process for the CMP 2007 Update with more multi-modal consideration, public involvement and planning for all CMA funds.. This process will include summarization and evaluation of system performance measures collected by other agencies. We envision this effort to include discussions with TAM staff and Board as well as soliciting input from the public and key stakeholders.

DELIVERABLES:

WSA will provide an electronic copy of the 2005 CMP document and Appendix to the TAM as the Draft CMP. WSA will respond to comments from TAM and create the final CMP. The Task 4 deliverable will be a memo highlighting the framework for an enhanced 2007 CMP. WSA will work with TAM staff to confirm the scope, effort, and deliverable for Task 4 at a later date.

SCHEDULE:

WSA anticipates that work on this project will need to begin by April 28, 2005. A draft of the CMP will be provided to the Marin County staff on July 20, 2005.

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Recognizing the tight schedule for completion of the 2005 CMP, the proposed 2005 CMP approach is to enhance the 2003 CMP framework as time permits and to begin the formulation of an enhanced CMP framework for the 2007 Update. The 2005 Update will begin with a review of the likes and dislikes of the 2003 CMP Update process and product. To the extent possible, greater public input and greater multimodal project emphasis would be incorporated into the 2005 CMP Process. The 2005 Update will begin the formulation of an enhanced CMP process and framework for use in the 2007 CMP update. Key milestone dates are as follows:

April 13, 2005

Review of proposed work process and schedule.

April 28, 2005

Contract approved for CMP by TAM.

May 26, 2005

TAM Board review of the strengths and weaknesses of the 2003 CMP and review of the status of the 2003 CMP.

June 23, 2005

TAM Board review of draft 2005 CIP project list.

July 20, 2005

Draft CMP submitted to MTC.

July 28, 2005

Noticed TAM public hearing on Draft CMP.

September 22, 2005

TAM Board review and approval of Final Draft 2005 CMP.

October 15, 2005

Submit 2005 CMP to MTC.

January 2006

Formulation of enhanced framework for 2007 CMP and timeline to TAM.